

As If Books & Games - Submission Guidelines for Authors

1. Document Setup

- **Page Size:** Use standard size (8.5 x 11").
- **Margins:** Set all margins to 1 inch.
- **Font:** Use a standard font like Times New Roman, Arial, or Calibri in 12-point size.

2. Text Formatting

- **Paragraphs:** You may choose to indent the first line of each paragraph by 0.5 inches OR add up to 1 line of vertical space beneath each paragraph. Do NOT do both.
- **Alignment:** Left align body text. Do not justify any text, unless positioning is part of the meaning being communicated.
- **Tabular Data:** While some data may need to be presented in tabular format (for game design manuals), the tables themselves should not be themed or decorated. If possible, please use *Tabs* to set your columns. If content length makes this impossible, make your tables dirt-simple and without décor.

3. Headings and Subheadings

- **Section Titles:** Use a larger font size (16-20 point) and bold. Center-align them.
- **Chapter Titles:** Use a larger font size (14-16 point) and bold. Left-align them.
- **Subheadings:** Simply bold or italicize the standard body font. Left-align them.

4. Lists and Bullet Points

- Use *automated* bullet points or numbered lists for clarity when necessary to present information. Do NOT add numbers or mid-dots manually; we have to remove them.
- Maintain consistent formatting for all lists (e.g., same bullet style, same indentation).

5. Page Numbers & Tables of Contents

- Not required. If you use page numbers, center them at the bottom of each page.

6. File Naming

- Name your file using the following format: `AuthorLastName_Title_Version` (e.g.: **Smith_TheGreatNovel_V1.docx**).
- For minor versioning, use dashes instead of periods. (e.g.: **Smith_TheGreatNovel_V1-2.docx**).

Submission Process

1. **File Type:** Ensure your manuscript is in one of these formats: TXT, DOC, DOCX, or ODT. Do not send PDF files.
 2. **Final Review:** Before submitting, do a final read-through to catch any formatting inconsistencies or errors.
- **Submission:** Use the online submission form at <https://todfoley.com/> OR email your manuscript as an attachment to **tod@todfoley.com**. If I'm not already expecting you, include a brief cover letter with your contact info and a summary of your manuscript.

Things Editors Like to See

- **Be Clear and Concise:** Ensure that your writing is clear, and avoid unnecessary jargon.
- **Use Comments:** If any specific sections need special attention, use the comment feature to highlight these areas
- **Follow Industry Standards:** Familiarize yourself with common publishing standards and practices to improve your manuscript's quality.

I look forward to working with you to bring your manuscript to its best potential. By following these guidelines, you help streamline the editing process of your manuscript. If you have any questions, feel free to reach out!

- Tod Foley